



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

November 1, 1999

Board of Supervisors

GLORIA MOLINA
First District

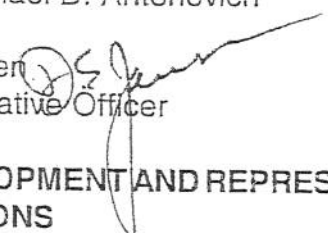
YVONNE BRATHWAITE BURKE
Second District

ZEY YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina, Chair Pro Tem
Supervisor Yvonne Brathwaite Burke
Supervisor Zey Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen 
Chief Administrative Officer

**PROCEDURES FOR DEVELOPMENT AND REPRESENTATION OF COUNTY'S POLICY
AND LEGISLATIVE POSITIONS**

The Board's focus on legislative activities has increased greatly over the past few years. Last year, the County opened a Washington, D.C. Office and expanded its advocacy capabilities in Sacramento. This heightened focus underscores the incalculable value of coordination between the Chief Administrative Office (CAO), departments, and all other County agencies, in developing County policies and positions on legislation. It also emphasizes the importance of a coordinated strategy when representing County interests. In furtherance of these activities, my office will be conducting extensive training in bill analysis and the development of County policies and positions beginning in November.

Development of Legislative Recommendations

Prior to the beginning of each two-year legislative session, the CAO presents recommendations for State and Federal legislative policies and goals to the Board of Supervisors in the form of a State and a Federal Agenda. Although these annual recommendations attempt to provide a comprehensive approach to our legislative agenda, the nature of the political process dictates that the County continue to be responsive to changing circumstances and new concerns. Hence, each year the Agendas are revised according to legislative actions, new Board priorities, changes in the fiscal outlook, and specific departmental requests.

The Agenda also serves to focus the County's Sacramento representatives in advocating the County's interests with the administration and the legislature. The Federal Agenda is similar to the State Agenda. It contains the County's positions on Federal issues of Countywide significance and guides the efforts of the County's Washington, D.C. legislative representatives.

Seeking a Board Position

Existing Policies and Positions -- County departments are asked to submit their policy recommendations to the Intergovernmental Relations Branch (IGR) of the CAO and to work with IGR in developing legislative policies. Recommendations are also obtained from Board offices, the County's legislative representatives and the Legislative Strategist as well as from task forces, working groups, commissions and advisory bodies.

Departments are to work with the CAO in preparing policy and legislative position letters and other communications. County committees, commissions, and other advisory bodies should continue to submit their recommendations to the CAO for review.

When reviewing legislation, it is possible that a recommended position is consistent with existing County policy as enumerated in either the State or Federal Agenda. If there is existing policy to support a position, the Board will be notified through a Sacramento or Washington, D.C. Update. The updates, issued by the CAO on an as-needed basis, provide the Board with an overview of recent legislative actions, the current status of legislation of interest to the County, and any new legislation that the County will be pursuing based on current policy. Once an Update has been sent to the Board, County officials may officially represent the County's interests in Sacramento and Washington, D.C.

New Policies and Positions -- If existing policy is not applicable to a particular bill, a Board letter is prepared by the CAO containing a departmental or advisory body analysis including a recommendation for Board position, and an analysis by the CAO and a recommended position. The letter is placed on the Board Agenda and, if approved, is added to the County's existing policies.

Representing the County

Advocacy -- Designated officials may represent the County's interests in Sacramento and Washington, D.C. based upon Board-approved legislative policies and bill positions. This also applies to legislation pursued by professional associations and written correspondence. To ensure coordination, it is important that County officials advise the Board and this office on plans to attend meetings and hearings prior to events.

DEJ:GK
ML:jsl

c: Executive Officer, Board of Supervisors
County Counsel